

Webmail Setup on a BlackBerry® (OS 5)

BlackBerry® Internet Service

Note: You will need to have a BlackBerry® Internet Service Account in order to register for webmail.

To access the BlackBerry® Internet Service account using a browser on a computer, you need the web address that your wireless service provider uses for the BlackBerry® Internet Service web site.

To Find the Web Address, Try Performing One of the Following Actions:

- 1) Check the documentation that came with your BlackBerry® device
- 2) Check your wireless service provider's web site
- 3) Search the Internet for **BlackBerry® Internet Service**, the name of your wireless service provider and your country
- 4) Contact your wireless service provider for the web address

Opening the Email Setup Application:

Depending on your wireless service provider and the version of the BlackBerry® Device Software that is installed on your BlackBerry® device, the email setup application might not be available

On Your Device, from the Home Screen:

- 1) Click the **Setup** icon
- 2) Click **Email Accounts** of the E-mail Settings icon
- 3) Log into your Blackberry® Internet Service account



About Adding the Webmail Address:

Note: Depending on your messaging service plan, you might not be able to add email addresses for your BlackBerry® device.

When you add a supported email address to the BlackBerry® Internet Service, the BlackBerry® Internet Service creates a link between the BlackBerry® Internet Service and the email account that is associated with the email address that you add. This link enables you to send and receive email messages on your BlackBerry® device using your email address. If you add email addresses for more than one email account, you can access all of your email messages in the messages application on your device. Email messages continue to be delivered to the existing email account as they were before you added the email address to the BlackBerry® Internet Service.

Adding your Webmail Address:

Note: Depending on your messaging service plan, you might not be able to add email addresses or create a BlackBerry® email address for your BlackBerry® device.

From the email Setup Application on Your Device:

- 1) In the email setup application, click **Add**
- 2) Select the email account type **Other**
- 3) Type your webmail address information as [NetID]@mail.montclair.edu and your password
- 4) Click **Next**
- 5) If the BlackBerry® Internet Service cannot add your email address, type your email address and password again
- 6) Click **Next**
- 7) If the BlackBerry® Internet Service still cannot add your email address select **to Provide Email**
- 8) Settings:
 - For your webmail, select **IMAP**
 - Set the email server as **mail.montclair.edu**
 - Leave the username blank and click **Next**
- 9) If necessary, select the **Contacts** check box
- 10) Click **Next**
- 11) Click **OK** until the Email Accounts screen appears

From the Browser on Your Device:

- 1) On the BlackBerry® Internet Service web site, on the **Settings** web page, click **Email Accounts**
- 2) Click **Add My Existing Email Account**
- 3) Type your email address information
- 4) Click **Next**

Advanced Options for IMAP email for Webmail:

Depending on your messaging service plan, these options might not be available:

- Email server: mail.montclair.edu This is the IMAP messaging server for the email address
- Use SSL: Make sure this is checked. Select this check box if your wireless service provider supports SSL encryption and you want to turn on SSL encryption for email messages from the email account

About Changing Your Webmail Address Password

If you change your email address password through your email service provider, you must update the password in the email setup application or on the BlackBerry® Internet Service® web site.

Change the Password for a Webmail Address that you Added to Your Device:

Note: Depending on your messaging service plan, this feature might not be supported.

From the email Setup Application on Your Device:

- 1) In the email setup application, on the Email Accounts screen, highlight the **webmail address**
- 2) Press the **Menu** key
- 3) Click **Edit**
- 4) Click Login Information
- 5) Type the new password
- 6) Press the **Menu key**
- 7) Click **Save**

From the Browser on Your Device:

- 1) On the BlackBerry® Internet Service web site, on the Settings web page, click **Email Accounts**
- 2) Under the email address, click **Edit**
- 3) Delete the existing password
- 4) Type the new password
- 5) Click **Save**

From the Browser on Your Computer:

- 1) On the BlackBerry® Internet Service web site, in the left pane, click **Email Accounts**
- 2) Click the **Edit** icon beside an email address
- 3) Delete the existing password